**REFERENCE GUIDELINES**

**Youth Member**

***Thank you for agreeing to provide a reference for this provincially-sponsored travel opportunity. Your contribution plays a large part in the selection committee’s ability to evaluate each application.***

**How to Use the Form**

This form has two sections, the instructions (Section I) and the reference form (Section II).

Section I: Instructions

The first section explains how to complete the reference and reviews the reference process. It is for reference only and should not be submitted with the reference form, Section II.

Section II: Reference Form

This is the reference form. Complete and submit this section as instructed in Section I.

*Note that ONLY Guiding members are asked to complete Section B of the Reference Form.*

Complete the reference form in the following way:

* Complete the reference electronically and submit directly to the Provincial International Adviser at ns-international@girlguides.ca.

**CONFIDENTIALITY:** References are intended to be confidential and must not be seen by the applicant or members or their family. They should be submitted directly to the Provincial International Adviser at the address provided.

The selection committee will be looking for the youth(s) best suited for this event. Below are some of the basic qualifications for travellers to help you in writing your reference. The applicant should also provide you with a short description of this event so that you can relate specific examples to the program being offered.

**Qualifications**
The applicant must:

* Be in good health and meet the physical requirements for the event.
* Know how to take care of themself and their personal belongings.
* Have a knowledge and understanding of the Girl Guide program, including the Promise and Law.
* Have experience being away from their family.
* Have an understanding of, and be able to communicate to others, their knowledge of their own community, province and country.
* Be able to adapt to new situations and be open to various aspects of a new culture.
* Be willing to assume responsibilities.
* Be socially and emotionally mature and prepared for things to be different than at home.
* Be a good representative of Girl Guides of Canada-Guides du Canada.
* If a camping event/trip possess good camping skills

**Suggestions for completion of Section B**

Please DO NOT use the applicant’s name on this page of the application.

* In the space provided, please give your honest, detailed comments and **specific examples** about the applicant in the areas required. The more specific examples you can provide, the better the screeners and selection committee will develop an understanding of the applicant. This results in a better score for the applicant.

**REFERENCE FORM**

**Youth Member**

The applicant is to give a copy of this form and the trip/event fact sheet to each of their two references (whom have reached the age of majority in the province of the applicant, and neither of whom are relatives):

1. *The applicant’s Guider*
2. *A non-Guiding reference*

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| Reference forms should be sent directly to: |
|  |                   |

|  |  |
| --- | --- |
| Name of applicant: |  |

|  |  |
| --- | --- |
| Event(s) applying for: |  |
|  |       |
|  |       |

Reference information:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name: |  | M |  |  |
|  | Last name  |  | First name |
| Signature: |  | Date: |       |  |
|  year/month/date |
| Address: |  |  |
|  | No. Street | Apt. No. P.O. Box or R. R. No. |  |
|  |  |  |  |  |  |  |
|  | City | Province /Territory Postal Code |
|  |
| Phone: | Home | ( )  |  | Business | (   )       |  |
|  | Cell | ( - )  |  | Fax | (   )       |  |
|  |
| Email address: |  |  |
|  |
| Relationship to applicant: |  |  |
| Length of time you have known applicant: |  |  |
|  |  |  |

**PLEASE NOTE: THE APPLICANT’S NAME SHOULD NOT APPEAR IN THE FOLLOWING SECTIONS**

Section A

Do you fully believe the applicant is a suitable candidate for this event?  [ ]  Yes [ ]  No

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| Please describe why you think this candidate would or would not be suitable for this event(s). Please give examples. |
| * How do they get along with their peers?
 |
| * How do they get along with adults?
 |
| * How do they show they are adaptable?
 |
| * How do they show they are open to new situations?
 |
| * How do they show they are comfortable being away from their family?
 |
| * How do they show that they are respectful of people’s differences?
 |
| * How do they demonstrate that they are eager to learn new things?
 |
| * How do they show their emotional and social maturity?
 |
| * How do they demonstrate their ability to make responsible choices about their health and well-being?
 |
| * How do they show their commitment to Guiding?
 |
| \*This question is for the Guiding reference:* How do they demonstrate their knowledge of Girl Guides of Canada and of the World Association of Girl Guides and Girl Scouts (WAGGGS)?

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**For Guiding reference to complete**:

Section B

Please comment on the applicant’s camping skills (e.g. taking care of themself and others in a camping environment, coping with inclement weather, cooking skills, type of camping experience, taking care of personal gear and patrol gear, etc.) and their skills when overnight away from parents.

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*We protect and respect your privacy. Your personal information is used only for the purposes stated on or indicated by the form. For complete details, see our Privacy Statement at* [*www.girlguides.ca*](http://www.girlguides.ca) *or contact your provincial office or the national office for a copy.*